

# Assessment WORKSHEETS

**Total marks: 20/**

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## Instructions:

Step1: You must have watched movie “The Pursuit of Happiness” as directed many times officially.

Step2: Read the given comprehension

Step3: Watch the video links to clear the concepts

Step4: Solve the worksheets part 1 & 2

Step 5: You must know how to manage and work on MS word sheets, please manage the worksheet neatly and in organized manner

Step6: Use ink blue color when typing your answers

## Part1:8marks                      Comprehension:

### How to Differentiate between Hard Skills, Soft Skills and Essential skills?

The first step in career self-assessment is to identify your skills. By definition, a skill is something that you have learned through work experience, education, training or volunteer activities. When employers consider a candidate for a position, they assess whether a candidate's skills match those required for the position. Knowing your skills is crucial in pursuing and securing the right job.

Career skills generally fall into two categories — hard and soft. The former involve specific knowledge and abilities, such as technical proficiencies and data analysis. The later focuses on emotional intelligence and behavior, such as communication and problem solving.

Both types of skills are equally valuable. A study by Career-builder, a global leader in human capital solutions, which included 2,000 Human Resources professionals and spanned multiple industries, found that 77 per cent of those surveyed believed that soft skills were as important as hard skills.

“When companies are assessing job candidates, they’re looking for the best of both worlds: someone who is not only proficient in a particular function, but also has the right personality,” said Rosemary Haefner, Vice President of Human Resources at Career-builder. "Along with responsibilities, it’s important to highlight soft skills that can give employers an idea of how quickly you can adapt and solve problems, whether you can be relied on to follow through and how effectively you can lead and motivate others.”

## Defining Hard, Soft and Essential Skills

Hard skills are quantifiable, tangible skills that include technical skills. Hard skill abilities include conducting research on the Internet, using a specific computer application or operating a specific piece of machinery or equipment. For example, a nurse or a doctor will have hard skills in the use of medical equipment.

Soft skills are unquantifiable, intangible skills that are also known as “people skills.” Some examples of soft skills include having a positive attitude, communicating well, creative thinking, teamwork and problem solving.

It’s the combination of hard skills and soft skills that form your overall essential skills, which is what helps you secure and maintain employment. These essential skills vary by occupation or profession. They are determined by analyzing the tasks current workers in that occupation perform on a daily basis and are rated based on their degree of complexity.

### **Literacy and Essential Skills Checklist**

To help define the essential skills needed to work, the Government of Canada developed The Literacy and Essential Skills Checklist. As part of this essential skills system, various skills are rated in terms of complexity from a Level 1 (Basic) to a Level 5 (Advanced).

The areas of skills assessment include:

- reading
- writing
- document use
- numeracy
- computer use/digital skills
- thinking
- oral communication
- working with others
- continuous learning

### **Videos to watch:**



The power of soft skills: <https://www.youtube.com/watch?v=AG5-ivq7fvM&feature=youtu.be>

What are essential skills: <https://en.careers.essentialskillsgroup.com/?p=video>

**Q1. As per comprehension Article explain the following types of skills in your own words.**

### **Soft Skills:**

Soft skills are the interpersonal skills that enable individuals to interact with others efficiently.

They are not easy to measure but are essential for success in many jobs.

Example: communication, problem-solving, leadership etc.

### **Hard Skills:**

Hard skills are the technical skills and knowledge required to perform a particular job. These are typically learned through education, training or experience.

Example: proficiency in a particular programming language, expertise in financial analysis and fluency in a foreign language.

### **Essential Skills:**

These are the foundational skills that are necessary for success in any job. These skills are considered as basic building blocks for further learning.

Example: time management, critical thinking etc.

**Q2. Provide two examples from the article for each of the following skills.**

**Soft Skills:** communicating well and creative thinking.

**Hard Skills:** doctor has knowledge of using medical equipment and proficiency in particular programming language

**Q3. Based on the information in the video links, hard skills may get you the interview, but soft skills will get you the job and help you keep it!**

**Q4: Title the below Employability Skills according to the provided word bank. Each should be used one time.**

<b>Career Development</b>	<b>Communication</b>	<b>Ethics &amp; Legal</b>	<b>Foundational</b>
<b>Interpersonal</b>	<b>Leadership</b>	<b>Problem Solving &amp; Critical Thinking</b>	<b>Teamwork</b>

<b>1:Title: Foundational</b>	<b>2:Title: Teamwork</b>
<ul style="list-style-type: none"><li>● Be organized.</li><li>● Arrive to work on time, or early.</li><li>● Be dependable.</li><li>● Have a positive attitude toward work.</li><li>● Exert high levels of effort and perseverance.</li><li>● Complete tasks on time and accurately.</li><li>● Seek out information to improve skills.</li><li>● Be flexible and adaptable.</li></ul>	<ul style="list-style-type: none"><li>● Be friendly and polite.</li><li>● Respect supervisors and coworkers.</li><li>● Respond appropriately to customer requests.</li><li>● Ask for feedback.</li><li>● Take constructive criticism.</li><li>● Resolve conflicts calmly and</li></ul>

<ul style="list-style-type: none"> <li>● Complete all tasks, even if unpleasant.</li> <li>● Understand dress code or uniform guidelines.</li> <li>● Maintain personal hygiene.</li> </ul>	appropriately.
<b>3:Title:</b> Career Development	<b>4:Title:</b> Communication
<ul style="list-style-type: none"> <li>● Accept change.</li> <li>● Be willing to start, stop, and switch duties.</li> <li>● Work calmly in busy environments.</li> <li>● Start tasks without prompting.</li> <li>● Ask questions to solve problems and do job better.</li> </ul>	<ul style="list-style-type: none"> <li>● Read and understand written materials.</li> <li>● Listen, understand, and ask questions.</li> <li>● Follow directions.</li> <li>● Express ideas clearly when speaking or writing.</li> <li>● Learn required technology and use appropriately.</li> </ul>
<b>5:Title:</b> Interpersonal	<b>6:Title:</b> Ethics & Legal
<ul style="list-style-type: none"> <li>● Be comfortable working with people of diverse backgrounds.</li> <li>● Be sensitive to other peoples' needs.</li> <li>● Take responsibility for your own share of work.</li> <li>● Contribute to team goals</li> </ul>	<ul style="list-style-type: none"> <li>● Take responsibility for your own decisions and actions.</li> <li>● Understand and follow company rules and procedures.</li> <li>● Be honest and trustworthy.</li> <li>● Act professionally and with maturity.</li> </ul>
<b>7:Title:</b> Problem solving and critical thinking	<b>8:Title:</b> Leadership
<ul style="list-style-type: none"> <li>● Learn new skills and take on different projects.</li> <li>● Serve on work committees.</li> <li>● Take initiative and work with little supervision.</li> <li>● Understand your industry and common business practices.</li> <li>● Align your work goals with the mission and vision of your employer.</li> <li>● Understand the different roles of coworkers</li> </ul>	<ul style="list-style-type: none"> <li>● Coach and mentor others.</li> <li>● Be willing to take risks.</li> <li>● Be able to negotiate.</li> <li>● Motivate and direct people as they work.</li> <li>● Demonstrate efficiency.</li> <li>● Seek to simplify processes.</li> <li>● Save time or money for the company by analyzing business needs.</li> <li>● Build partnerships and teams with coworkers.</li> </ul>

## Part2: 12marks

### Q1: Employability Skills in Action:

As you have watched The Pursuit of Happiness, provide examples from the movie showing how Chris Gardner exemplifies each of the employability skills. Reference the specific characteristic from your notes and describe the scene/example below.

1:Career Development	2:Communication
Chris Gardner, is offered an unpaid internship at a prestigious stock brokerage firm. Despite the lack of pay, Chris accepts the offer because he sees it as a stepping stone to a better future. He shows all the qualities required for the career developed there.	Chris Gardner meets Jay Twistle, a senior stockbroker, in a cab. During the conversation, Jay tells Chris that he doesn't have a degree, which could hinder his chances of getting the job. Chris responds by saying that he has practical knowledge and can learn quickly. He then goes on to explain his experience as a medical equipment salesman and how he had to learn medical terms and technical information quickly to be successful. Jay is impressed with Chris's communication skills and his ability to sell himself.
3:Ethics & Legal	4:Foundational (Essential)
Chris Gardner is offered a job as an unpaid intern at a brokerage firm. He accepts the offer despite the lack of pay, but soon realizes that the other interns are all being paid for their work. In the following scene, Chris confronts the manager of the firm and asks why he's not being paid, stating that it's illegal and unethical to have someone work without compensation. The manager initially brushes him off, but Chris persists and eventually gets a meeting with the CEO, where he makes a passionate argument for why he deserves to be paid for his work.	Chris Gardner is trying to sell his medical bone density scanners on the street. In this scene, Chris is utilizing foundational skills such as having a positive attitude towards work and exerting a high level of effort. He realizes that selling the scanners in a traditional way isn't working, so he comes up with a creative solution - demonstrating the scanners in action to potential customers on the street.

<b>5:Interpersonal</b>	<b>6:Leadership</b>
Chris Gardner is trying to sell bone density scanners to doctors. Despite facing rejection and criticism from the doctors, Chris remains calm, polite, and professional. When a doctor interrupts Chris and says he's not interested in buying the scanner, Chris listens attentively and then responds by saying, "I understand that you're not interested, and that's okay. But can I just ask you, what was it specifically that you didn't like about the scanner?" By doing this, Chris shows his ability to maintain positive relationships with others and effectively communicate in a difficult situation.	Chris solved the Rubik's Cube puzzle and when a man asked him how he did it? He tells him that he had to figure it out "one side at a time." The man was impressed and told Chris that he has demonstrated a valuable lesson about leadership - the ability to solve problems by breaking them down into manageable parts.
<b>7:Problem Solving &amp; Critical Thinking</b>	<b>8:Teamwork</b>
Chris Gardner solves a Rubik's Cube puzzle. This scene demonstrates Gardner's problem-solving and critical thinking skills, as he quickly and efficiently solves the puzzle despite the pressure and distractions around him. The scene also shows how Gardner's ability to think outside the box and approach problems from different angles helps him stand out from the crowd.	Despite having a financial crisis, Chris managed to do his internship honestly. He respected his supervisors and was trying to be polite and friendly. He also responded to customers appropriately.

**Q2: In your opinion, which two employability skills was Chris the strongest? Explain your response thoroughly, in complete sentences.**

**Answer:** Chris was a quick learner and a good problem solver. He learned some medical terms to sell out his bone scanner. And he solved the cube box puzzle in the presence of distractions and pressure.

**Q3: In your opinion, which two employability skills was Chris the weakest? Explain your response thoroughly, in complete sentences.**

**Answer:** Chris was weakest with punctuality as he didn't use to pay taxes on time. And he was weakest with the commitment as he told someone on phone call to be there in some defined minutes but he somehow was unable to make it happen.

**Q4: Chris faced many challenges during the movie, yet he still achieved many of his goals. Describe a minimum of three decisions he made or behaviors/personality traits that he demonstrated that helped him reach his goals. Use specific examples from the movie to support the decisions you think were.**

**Answer:** Chris lost his house and his wife left yet he didn't give up and was trying to give his best even when he and his son had to sleep in a public washroom.

He was doing an internship which was unpaid and was learning things for it as he was very dedicated towards that job.

He was taking good care of his son and at night, he was learning to pass his exam. He was actually doing all this out of his comfort zone.

He was even trying to convince the doctors to buy his bone scanner when they are not interested and was criticizing him.

**Q5: During the interview at Dean Witter, Martin Froh asked Chris "What would you say if a guy walked in for an interview without a shirt on and I hired him! What would you say?" What was Chris's response?**

**Answer:** Chris replied: "The guy must have good pants".

**Q6. If you were in Chris's position would you have attended the interview covered in paint? Why or why not? What did this show about Chris's drive?**

**Answer:** If I have to give an interview like this because of whatever reason, I will give the interview and will try my best to convince the employer that I dressed up like this because of some reasons and I am the person who is not going to give up, no matter what.

The reason is that there is a high probability that they will get me and will consider my abilities / skills instead of my dressing which is odd for a legitimate reason.

**Q7. At the end of the film we learn that Chris became a multimillion and successful stockbroker. In your opinion what made Chris the happiest?**

**Answer:** His dedication, the attitude of not giving up and his hope / belief that he can make it, made him happiest that he actually did it even in the worst of conditions.